

**CITY OF WENATCHEE PARKS AND RECREATION DEPARTMENT  
PARK FACILITY USE PERMIT APPLICATION**

**RESERVATION INFORMATION**

**NAME OF EVENT:** \_\_\_\_\_ **ESTIMATED ATTENDANCE:** \_\_\_\_\_

**LOCATION:**

- |  |  |
|--|--|
| <input type="checkbox"/> Rotary Park Picnic Shelter <b>(DOES NOT INCLUDE SPLASH PAD)</b> | <input type="checkbox"/> Centennial Park Stage       |
| <input type="checkbox"/> Washington Park Picnic Shelter                                  | <input type="checkbox"/> Lincoln Park Stage          |
| <input type="checkbox"/> Lincoln Park Picnic Shelter                                     | <input type="checkbox"/> Pioneer Park Fireplace Area |
| <input type="checkbox"/> Kiwanis Park Picnic Shelter                                     | <input type="checkbox"/> Memorial Park               |

**DAY:**            Sunday        Monday        Tuesday        Wednesday        Thursday        Friday        Saturday

**MONTH:**        Jan        Feb        Mar        Apr        May        Jun        Jul        Aug        Sept        Oct        Nov        Dec

**DATE:**            1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**TIME(S):**        7:00-11:00am                    12:00-4:00pm                    5:00-9:00pm                    All Day

**INFLATABLE PLAY EQUIPMENT?**    ☐ No    ☐ Yes    If yes, then complete an Inflatable Equipment Regulations Form.

**CONTACT INFORMATION**

Person Responsible: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PARK USE REGULATIONS:**        ☐ I have read, understand, and agree to comply with the park use regulations.

**INDEMNIFICATION AGREEMENT**

The sponsor/authorized representative agrees to defend, indemnify and hold the City of Wenatchee, its appointed and elected officials, employees and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

_____ Printed Name	_____ Signature	_____ Date
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**AFFIDAVIT OF APPLICANT**

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct to the best of my knowledge. I also certify that I understand the policies governing the proposed activity and that this application is made subject to the policies and rules established by the City of Wenatchee.

_____ Signed	_____ Date
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**OFFICE USE ONLY**

**Date Paid:** \_\_\_\_\_ **Amount Paid:** \_\_\_\_\_ **How Paid:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Calendar:** \_\_\_\_\_



## CITY OF WENATCHEE PARKS AND RECREATION DEPARTMENT

### PARK FACILITY USE RESERVATIONS

#### **GENERAL INFORMATION**

1. The reservation form must be filled out completely. Reservations must be received a minimum of five (5) business days prior to the reservation date and no earlier than the first business day in January for rentals occurring during that calendar year.
2. All park facility reservations are taken on a first-come, first-served basis.
3. Reservation fees are due at the time of reservation. Cash and checks may be used if paying in person. Resident rates apply for those living within the city limits of Wenatchee.

Fee Schedule:	Mon-Thurs Resident	Mon-Thurs Non-Resident	Fri-Sun Resident	Fri-Sun Non-Resident
<b><u>Shelters</u></b>	0-4 hours/Day	0-4 hours/Day	0-4 hours/Day	0-4 hours/Day
<b>Rotary Park</b>	\$35.00/\$75.00	\$38.50/\$82.50	\$50.00/\$105.00	\$55.00/\$115.50
<b>Washington Park</b>	\$25.00/\$55.00	\$27.50/\$60.50	\$35.00/\$75.00	\$38.50/\$82.50
<b>Lincoln Park</b>	\$15.00/\$35.00	\$16.50/\$38.50	\$18.00/\$41.00	\$20.00/\$45.00
<b>Kiwanis Park</b>	\$10.00/\$25.00	\$11.00/\$27.50	\$12.00/\$29.00	\$13.25/\$32.00
<b><u>Stages</u></b>				
<b>Lincoln Park</b>	\$35.00/\$75.00	\$38.50/\$82.50	\$50.00/\$105.00	\$55.00/\$115.50
<b>Centennial Park</b>	\$35.00/\$75.00	\$38.50/\$82.50	\$50.00/\$105.00	\$55.00/\$115.50
<b><u>Other Areas</u></b>				
<b>Pioneer Park (fireplace area)</b>	Resident: \$35.00/\$75.00 Non Resident: \$38.50/\$82.50			
<b>Memorial Park (non-special event)</b>	Resident: \$35.00/\$75.00 Non Resident: \$38.50/\$82.50			
<b>Special Event Permit Application</b>	Resident: \$180.00		Non-Resident: \$198.00	

4. Requests to change the date and/or time of reservations must be made in person. A copy of the original receipt is required.
5. Parties with reservations will have priority for use of the shelter during the time(s) reserved. Reservation times include event set up and clean up. Please bring a copy of your reservation receipt with you for verification of reservation on that day.
6. **Park amenities such as play areas, wading pool and the Rotary Park Splash Pad are not included in the rental.** These areas are open to the public. The Splash Pad and wading pools are open seasonally and not guaranteed to be operational during the rental.
7. The following are the estimated occupancies for park picnic shelters. Additional tables are not available.  
Rotary Park Shelter - 100 people, Washington Park Shelter - 50 people, Lincoln Park Shelter - 30 people, Kiwanis Park Shelter - 20 people
8. Depending upon the size and type of the event, completion of a Special Event Permit Packet may be required. A Special Event Permit is required for gatherings of 200 or more persons, facility use outside of normal hours, fair, show, concert, festival, carnival, rally, party, filming of a movie, video or television show, event with alcohol, or other attended entertainment or celebration that is to be held in whole or in part in the park.
9. Shelter use and concerts must adhere to the City Noise Ordinance (WMC 6A.040). No refunds of event fees will be given in the case of cancellations due to noise.
10. The Parks and Recreation Department reserves the right to cancel the permit for cause at any time.

## **REFUNDS**

11. Cancellations by the City due to misuse of a facility or failure to follow facility policies may result in forfeiture of all fees, expulsion from the facility and denial of future use requests.

Refunds are subject to a Processing Fee as established by the City Council in the fee ordinance unless cancelled by the City.

Refund requests must be accompanied by a completed and signed Refund Request Form, copy of original receipt indicating the date that the reservation was cancelled.

Park Facility Rentals are not eligible for refunds due to weather, natural occurring factors or other events such as fire unless cancelled by the City.

Twenty one days or more prior to reservation - To be eligible for a full refund, a written request must be submitted to the City a minimum of twenty-one (21) days prior to the reservation.

Twenty to seven days prior to reservations - Written requests submitted during this time period will receive a 50% refund for Reservation Fees.

Less than seven days prior to the reservation - Not eligible for refunds.

# CITY OF WENATCHEE PARKS AND RECREATION DEPARTMENT

## PARK USE REGULATIONS

### INTRODUCTION

For the safety and enjoyment of all guests of City Park areas, please observe the Park Use Regulations during your visit.

1. Please help keep the shelter and surrounding areas clean for the next group. Shelters are generally used continuously throughout the day, often with little maintenance time between each group. Your assistance in keeping the area clean and ready to use by the next group is greatly appreciated.
2. Wenatchee City Parks are Tobacco Free Zones. Use of tobacco products is not allowed.
3. Reservation times include event set up and clean up. Please be sure to follow the requirements for clean up:
  - Remove all materials brought to the picnic shelter or stage including food and beverages.
  - All trash must be placed in the trash receptacles. Renters are responsible for removing trash in excess of the provided trash receptacle. Providing additional trash bags is the responsibility of the renter.
  - Recyclable materials should be placed in designated containers when available.
  - All decorations must be disposed of properly.
  - Vacate the shelter at the designated time.
4. Picnic tables, trash receptacles and any other park furniture must be left in place unless previously authorized. A limited number of tables will be at each location. You may bring additional tables with you. They may also be rented locally.
5. **Vehicles are not allowed in the park except in designated parking spaces. Rotary Park users must park in the parking lot. Street parking is for shelter loading and unloading only.**
6. Rental of the facility includes only that area requested. The play equipment and general park areas are available to the public from 6:00am to 10:00pm. Please be aware that your reservation does not prohibit the public from using these areas. **The Rotary Park Splash Pad is not available for rent.**
7. Dogs must be under control by means of a leash. Handlers are required to have in their possession the equipment necessary for, and are required to, pick-up, bag, and dispose of all animal waste, left by their pets, in a proper disposal can.
8. Overnight camping is prohibited on park property without a Special Event Permit.
9. Campfires are prohibited on park property except in designated areas.
10. Charcoal barbecues are prohibited except in designated areas or with an approved Special Event Permit.
11. The sale of food, drink, other merchandise, rental of any merchandise or materials, or any services on park property is prohibited, unless the seller has either written permission from the Parks and Recreation Director, or a concession sales contract with the City of Wenatchee.
12. It is unlawful to distribute or post any handbills, circulars or place or erect any signboard, sign, advertising, decoration, or similar structure on any park property, without the written permission of the Parks and Recreation Director.
13. It is unlawful for any person to practice or play golf, baseball, cricket, polo, lacrosse, archery or hockey, except at park areas set apart and/or designated for such purposes by the Parks Department, which will not conflict in any way with normal park usage.
14. The possessing, opening, or consuming of any alcoholic beverage on park property is prohibited, except in those areas, or at those events that:
  1. Have appropriate licensing from the State of Washington; and
  2. Have approved City of Wenatchee Special Event and Alcoholic Beverage Area Permits.
17. No person shall possess, discharge, set off, or cause to be discharged, in or into any City park area, any firecracker, torpedo, firework, explosive, or substance harmful to the life or safety of persons or property, unless so authorized by a Special Event Permit.

18. Discharge of a firearm, bow and arrow, crossbow, or air or gas weapon in a city park is prohibited.
19. It is unlawful for any person to remove, injure, deface, damage, or destroy park property. This prohibition applies to all aspects of the natural or landscaped environment and to any structure, object, equipment, improvement, or other park property.
20. It is unlawful to collect, gather, or harvest natural resources or other materials on park property except by written permission of the Parks Director.